

### Position Description

POSITION: Intelligence Officer (IO) General/GS-15, Critical Intelligence Problems Committee.

DUTIES: Incumbent will serve as senior staff officer responsible for providing substantive and managerial support for major activities assigned to the CIPC by the DCI and the DDCI. Incumbent will provide direct, close, and continuous support to various CIPC working group chairmen and will be responsible for ensuring that the working group carries out its assigned task in a timely, efficient, and effective manner. The senior staff officers will also be responsible for developing initial intelligence Community study approaches and terms of reference. The incumbent also serves as the focal point for Community coordination of various CIPC studies and is responsible for facilitating this process. In order to accomplish the respective tasks assigned, the incumbent must maintain professional contacts with all elements of the Intelligence Community; frequently dealing with senior-level management.

QUALIFICATIONS REQUIRED: Advanced degree or equivalent professional experience. An understanding of the analytic and production process, and strong writing, analytic, and management skills. Incumbent must be able to work under pressure and meet tight production deadlines. Incumbent must take initiative in assuming responsibilities, and possess a high degree of discretion and ability to organize and conduct meetings. Incumbent must have the ability to create and give briefings.

QUALIFICATIONS DESIRED: Knowledge and understanding of the Intelligence Community, particularly the collection disciplines (SIGINT, HUMINT, Imagery).